

TO:		Assistant Deputy Director for Support	
ROOM NO.	BUILDING		
	HQ's		
REMARKS:			
<p>I have combined 1 and 2. ExDir has previously indicated that mere fact something has "always been done that way" is not sufficient reason to continue.</p>			
FROM:		Deputy Director of Personnel	
ROOM NO.	BUILDING	EXTENSION	
	HQ's		

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

**SECRET**

Approved For Release 2003/04/29 : CIA-RDP84-00780R003500070020-7

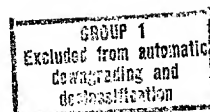
SUBJECT: Authority to Approve the Return of an Employee Prior to Completion of his Prescribed Tour of Duty Abroad

Considerations favoring retention by the Director of Personnel of authority to approve return of an individual prior to completion of his prescribed tour of duty abroad are:

1. The Director of Personnel has had this authority for the past ten years. To my knowledge this authority has been used equitably and effectively with no known instances of impingement on operational prerogatives of the Deputies.
2. It is definitely advantageous to have uniform application of a discretionary authority.
3. There have been no known cases of unacceptable loss of time attributable to processing through the Director of Personnel. D/Pers must, in any event, be involved in authorizing home leave and in determining whether or not a "Service Abroad Agreement" has been breached.
4. Discretionary authority in the area of determining "convenience of the Government" is subject to a wide range of interpretation. It is important that the Agency stay within limits defensible both internally and externally.

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**SECRET**

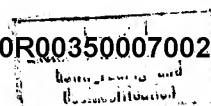


19 JAN 1970

SUBJECT: Authority to Approve Return of Employee Prior to Completion of Overseas Tour of Duty

Considerations favoring retention in the Director of Personnel of authority to approve return short of completion of prescribed tour of duty of personnel assigned overseas are:

1. The Director of Personnel has had this authority since \_\_\_\_\_.
2. No case(s) known of negative impingement on operations with authority in the Director of Personnel.
3. No known case(s) of unacceptable loss of time due to processing to and through the Director of Personnel.
4. It is definitely preferable/advantageous to have uniformity of application of discretionary authorities.
5. Discretionary authorities in the area of convenience to or interest of the Government are subject to the wide range of interpretations. The Agency must stay within limits defensible both internally and externally.



Draft

Upon the request of an operating official and the concurrence of the employee's Career Service and the Deputy Director concerned, the Deputy Director of Personnel may approve the return of an employee before he completes his tour of duty abroad when such return is in the Government's interest.

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DD/P's comments/version

Upon the request of the responsible operating official and the concurrence of the employee's Career Service, the Deputy Director to whose jurisdiction the individual is assigned may approve the return of an employee before he completes his tour of duty abroad when such return is in the Government's interest. The circumstances and Government interest involved will be fully explained in writing by the operating official.

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Draft B -- not yet coordinated

A standard tour of duty of longer or shorter duration than 24 months may be approved by the Director of Personnel upon written request by an operating official with the concurrence of the Deputy Director or Deputy Directors concerned.\*

\*new wording; has not been coordinated

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Draft A -- was coordinated (subj; Return Prior to End of Tour)

Upon the request of an operating official and the concurrence of the employee's Career Service and the Deputy Director concerned, the Director of Personnel may approve the return of an individual before he completes his tour of duty abroad when such return is in the Government's interest.

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Draft B -- not yet coordinated

Upon the request of the operating official and with the concurrence of his Deputy Director and the employee's Career Service Head, the Director of Personnel may approve the return of an individual before he completes his tour of duty abroad when such return is in the Government's interest.